

February 2, 2003

### **NOTICE OF OPEN POSITION**

The Association of Bay Area Governments (ABAG) is recruiting to develop a selection list for the position of Contracts Administrator P2 (Step A-C), Job Number 03-124. Work location is at the San Francisco Bay Regional Water Quality Control Board in downtown Oakland.

#### **CONTRACTS ADMINISTRATOR P2, Step A-C**

**SALARY RANGE:** \$4,047 - \$4,431/mo., depending on education and experience. Excellent benefits including up to \$100/mo. reimbursement for public transit costs, California Public Employees Retirement System with 7% employee contribution paid by ABAG and full medical benefits.

**ASSIGNMENT:** Temporary, grant-funded, full-time position. Under supervision, incumbent will perform professional administrative work for the San Francisco Estuary Project, a cooperative environmental management program of ABAG, US EPA and the State of California. Duties will include project management support for technical Contract Managers, review invoices for completeness and accuracy, inform Contract Managers if budget problem imminent, track and send deliverable due date reminders, review deliverables for completeness and compliance with guidelines, maintain project files, and assist with program reporting.

Knowledge of basic accounting, proper English usage, and environmental issues in the Bay-Delta required. Must have excellent oral and written communication skills and organizational and time management skills to manage numerous projects simultaneously and keep track of ever-changing schedules. Must be self-directed and able to work with minimal supervision. Good working knowledge of email and MS Office software including Excel spreadsheets and graphs.

**EDUCATION /  
EXPERIENCE:**

A typical way to obtain the required knowledge and experience would be:

- 1) A.A. degree with major course work in accounting, business administration, project management or related field. B.A./B.S. preferred.
- 2) Minimum of one year recent professional experience (within last 5 years) providing support services to environmental or engineering project managers at government agencies, private firms or environmental organizations. Additional experience desired.

**DESIRABLE  
QUALIFICATIONS:**

- 1) Professional (non-university) Project Management courses and/or certification, or similar programs including project management software.
- 2) Experience in government (preferably California) contracts procedures, monitoring progress of contracts and invoices through multiple steps, use or development of an effective management and reporting system.
- 3) Knowledge of principles and techniques of grant solicitation and application processes and grant management. General knowledge of planning and budgeting at state and local agencies and/or non-profits. Background in water quality issues.

**AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT <http://www.abag.ca.gov/abagapp.html> OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG H.R. 03-124, 101-8<sup>TH</sup> STREET, OAKLAND, CA 94607-4756. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.**